

9 June 1960

25X1A

MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations From 1-31 May 1960

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 12,026 IN cables, 4,825 OUT cables, 1,155 TD's and 807 miscellaneous items for a total of 18,813 work items for the month of May 1960. (This figure includes cables/TD's released by RQM/IW.) This represents an increase of 1,298 items or 7.5% more than the 1959 monthly average of 17,515.

b. Cables increased 1,251 or 8% over the 1959 monthly average of 15,600 cables. The May 1960 total is 138 or 1% more cables than April 1960 and 975 or 6% more cables than May 1959.

c. TD's increased 79 or 7% over the 1959 monthly average of 1,076 TD's.

d. We processed an average of 724 cables Monday through Friday, 467 on Saturday and 203 on Sunday.

e. 1,237 cables or 7% of all cables processed were furnished to the Director, as compared to 1,227 or 8% for April 1960.

2. Personnel

Our personnel situation has not changed over last month. We have [REDACTED] persons assigned. 25X1A

3. General

Shown in Attachment A are the figures representing for each hour the average Cable Secretariat workload. The figures shown do not reflect units completed, but rather show the average number of items, old and new, available to be worked upon during each hour ending at the times shown. Separate figures are shown for (a) Monday through Friday, (b) Saturday, and (c) Sunday.

[REDACTED]
Cable Secretary

Attachment

25X1A

(a) **Average Workload Per Hours Ending as Shown
for the Period**
Monday - Friday, 1-28 May 1960

<u>Hour Ending</u>	<u>IN</u>	<u>OUT</u>	<u>TD</u>	<u>MISC</u>	<u>Total Items (Average)</u>
0100	107	68	4	2	181
0200	114	67	4	2	187
0300	110	63	4	2	179
0400	109	52	3	1	165
0500	115	43	3	1	162
0600	118	31	3	2	154
0700	116	16	2	1	135
0800	<u>113</u>	<u>6</u>	<u>2</u>	<u>1</u>	<u>122</u>
Shift Average	113	43	3	2	161
0900	129	6	2	3	140
1000	142	6	2	8	158
1100	147	6	4	10	167
1200	129	11	6	11	157
1300	134	22	7	11	174
1400	129	33	8	10	180
1500	139	39	7	9	194
1600	<u>121</u>	<u>48</u>	<u>5</u>	<u>8</u>	<u>182</u>
Shift Average	134	21	5	9	169
1700	115	64	9	8	196
1800	130	88	10	8	236
1900	140	126	12	8	286
2000	138	129	9	7	283
2100	156	169	8	7	340
2200	159	180	7	6	352
2300	161	147	6	5	319
2400	<u>141</u>	<u>107</u>	<u>5</u>	<u>3</u>	<u>256</u>
Shift Average	143	126	8	6	283
Daily Average per Hour	130	63	5	6	204

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Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020142-2

(b)

**Average Workload Per Hours Ending as Shown
for the Period
Saturday - May 1960**

<u>Hour Ending</u>	<u>IN</u>	<u>OUT</u>	<u>TD</u>	<u>MISC</u>	<u>Total Items (Average)</u>
0100	116	128	4	2	250
0200	120	121	3	3	247
0300	130	123	3	2	258
0400	124	115	4	2	245
0500	132	115	5	4	256
0600	126	105	6	4	241
0700	128	83	4	4	219
0800	<u>125</u>	<u>59</u>	<u>2</u>	<u>2</u>	<u>188</u>
Shift Average	125	106	4	3	238
0900	127	39	2	4	172
1000	128	37	2	3	170
1100	138	38	5	5	186
1200	123	36	5	5	169
1300	114	36	5	4	159
1400	101	55	5	2	163
1500	114	59	6	2	181
1600	<u>88</u>	<u>61</u>	<u>3</u>	<u>1</u>	<u>153</u>
Shift Average	117	45	4	3	169
1700	99	77	4	0	180
1800	111	77	4	0	192
1900	120	78	4	0	202
2000	123	78	4	0	205
2100	109	79	5	0	193
2200	108	78	6	0	192
2300	98	71	5	0	174
2400	<u>86</u>	<u>54</u>	<u>2</u>	<u>0</u>	<u>142</u>
Shift Average	107	74	4	0	185
Daily Average per Hour	116	75	4	2	197

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020142-2

(c)

**Average Workload Per Hours Ending as Shown
for the Period**

Sunday - May 1960

<u>Hour Ending</u>	<u>IN</u>	<u>OUT</u>	<u>TD</u>	<u>MISC</u>	<u>Total Items (Average)</u>
0100	110	34	3	0	147
0200	107	33	2	0	142
0300	106	33	3	0	142
0400	104	33	2	0	139
0500	102	33	2	0	137
0600	97	18	2	0	117
0700	97	18	3	0	118
0800	<u>88</u>	<u>13</u>	<u>1</u>	<u>0</u>	<u>102</u>
Shift Average	101	27	2	0	130
0900	81	13	2	0	96
1000	80	13	3	0	96
1100	89	13	2	0	104
1200	86	10	2	0	98
1300	85	10	3	0	98
1400	77	5	2	0	84
1500	70	5	1	0	76
1600	<u>56</u>	<u>5</u>	<u>2</u>	<u>0</u>	<u>63</u>
Shift Average	78	9	2	0	89
1700	60	5	1	1	67
1800	61	5	2	1	69
1900	60	5	3	1	69
2000	66	5	3	0	74
2100	58	1	2	0	61
2200	58	1	4	0	63
2300	54	1	2	0	57
2400	<u>45</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>48</u>
Shift Average	58	3	2	0	63
Daily Average per Hour	79	13	2	0	94